

Department of Hawaiian Home Lands
Community Development Grants

Grant Application Deadlines for
Fiscal Year 2007 - 2008

Capacity-Building Proposals

Accepted on a continuous basis starting on **Monday, October 1, 2007**
with the last application accepted on **Tuesday, April 1, 2008.**

(Grants are awarded at the end of every quarter, subject to availability of funds)

Project Implementation Proposals

Thursday, November 1, 2007

(for Commission action by April 2008)

Regional Plan Priority Project Proposals

Thursday, November 1, 2007

(for Commission action in February 2008)

Regional Plan Priority Project Proposals

for Fiscal Year 2008-2009

Friday, February 1, 2008

(for Commission action in July 2008)

Applications must be mailed to the DHHL Honolulu office. No application will be accepted at DHHL district offices.

Mailed applications must be postmarked by the deadline and sent to:

Department of Hawaiian Home Lands
Community Development Program
P.O. Box 1879
Honolulu, HI 96805

Native Hawaiian Development Program Community Development Grants

The purpose of the Department of Hawaiian Home Lands' (DHHL) Native Hawaiian Development Program (NHDP) is to improve the general welfare and conditions of native Hawaiians through educational, economic, political, social, cultural, and other programs. For the fiscal biennium from July 1, 2007 to June 30, 2009, the NHDP is designed to achieve this purpose by increasing the self-sufficiency and self-determination of native Hawaiian individuals and native Hawaiian communities so that they can manage and direct Hawaiian home lands resources and assets. The Hawaiian Homes Commission envisions homestead residents and applicants taking part in land use planning, defining the needs and opportunities in their communities, and implementing beneficiary programs.

The community development grants and technical assistance are offered to beneficiary organizations (defined as a Hawaiian home lands homestead community or applicant organizations) to provide as an support for homestead applicants and lessees to take part in the planning of homestead communities, the various uses of homestead land, and the management of homestead assets. These organizations need to have certain skills and resources to participate in these activities. It is important to build the leadership and management capacity within beneficiary organizations. Programs are in place to assist them with setting and reaching goals specific to their membership needs.

This application kit contains all the information and forms necessary to apply for a grant under this program.

Funding Priorities

This funding cycle, the community development grants are specifically targeted at beneficiary organizations and community-driving projects. DHHL is offering three types of grants: (1) capacity-building grants; (2) project implementation grants; and (3) regional plan priority project grants.

Capacity-building grants are intended to help these beneficiary organizations improve their ability to serve applicants and homestead residents. Some of the activities that could be funded by a capacity-building grant are board training, strategic planning, membership drives, community visioning, obtaining tax-exempt status, beneficiary outreach, or conducting fundraising activities.

Project implementation grants are for community-driven projects that will improve the living standards in distinct native communities. These grants are intended to help beneficiary organizations carry out their plans to help applicants become lessees, improve homestead areas and facilities, increase the use of homestead land, or implement a community vision. Examples of the activities that might be funded by a project implementation grant are homeownership preparation classes, low-cost housing demonstration projects, agricultural demonstration

projects, design and/or construction of community facilities, and community-based economic development projects.

Regional plan priority project grants are for community-driven priority projects identified in DHHL's Regional Plans approved by the Hawaiian Homes Commission (HHC). Examples of the activities that might be funded by the regional plan priority project grants are La'i'opua Community Center in Kealahou, Hawaii, the Community Technology, Telehealth and Employment Center in Waimanalo, Oahu; and Anahola Stream Restoration Project on Kauai.

Eligibility Requirements

The capacity-building and project implementation grants are only available to beneficiary organizations. All projects must be community-based and designed to assist DHHL applicants or a homestead community. DHHL general eligibility requirement for a beneficiary organization is that the formation of the organization is a beneficiary initiative and that the goals and mission of your organization are targeted towards the beneficiaries of the Hawaiian Home Lands Trust. Organizations applying for grants must be registered with the state as a non-profit and comply with the Internal Revenue Service (IRS) requirements for tax-exemption when applicable. DHHL staff can provide more information on the requirement for tax-exemption. Beneficiary organizations without 501 (c) 3, tax-exempt statuses are eligible for capacity-building grants, provided they are registered with the state Department of Commerce and Consumer Affairs as a non-profit organization. Grantees must maintain a status of "Good Standing" with DHHL. (See the Compliance Section of this application) Grantees must have tax-exempt status or a fiscal sponsor to receive an implementation grant. Grants are not awarded to individuals.

Regional Plan Priority Project Grants are available to beneficiary organizations eligible for DHHL capacity-building or project implementation grants, private non-profit organizations or public agencies.

Funding

Grant funds are provided from the Native Hawaiian Rehabilitation Fund (NHRF). The NHRF funds come from DHHL's 30% share of the revenues from state sugarcane leases and water licenses paid to the state. NHRF monies must be used solely for the benefit of native Hawaiians. A native Hawaiian is defined as a person with at least fifty percent Hawaiian blood. The Hawaiian Homes Commission (HHC) has appropriated approximately \$500,000 for competitive grant awards for the 2007-2008 fiscal year from NHRF and is distributed as follows:

- \$50,000 for the capacity-building grants;
- \$200,000 for the project implementation grants; and
- \$250,000 for the regional plan priority project grants.

The maximum amount of a capacity-building grant is \$5,000. There is no maximum award limit for project implementation and regional plan priority project grants.

Deadlines, Processing Time, and Project Timeframes

The grant application proposals deadlines for fiscal year 2007-2008 are as follows:

1. The Capacity-Building applications are accepted on a continuous basis starting on Monday, October 1, 2007 with the last application accepted on Tuesday, April 1, 2008. Grants are awarded at the end of every quarter, subject to availability of funds. In general, it may take 2 to 4 months for DHHL to complete the review process and to fully execute a grant agreement/purchase order. Grant applicants should plan for their projects to start about five months after the application deadline. In general, DHHL expects to fund projects for a period of one year.
2. The Project Implementation application deadline is Thursday, November 1, 2007. It takes about two months for DHHL to complete the review process and a minimum of another two months to fully execute a grant agreement and issue the first check. Grant applicants should plan for their projects to start about five months after the application deadline. There is no minimum or maximum amount of time for a project to be completed. In general, DHHL expects to fund projects for a period of one year. There is no limit to the number of times an organization may request funding, subject to the organization maintaining a status of "good-standing" with DHHL.
3. For the FY 2007-2008 only, the Regional Plan Priority Project application deadline is Thursday, November 1, 2007. Beginning Fiscal Year 2008-2009, the application deadlines shall be on or about February 1.

For the October 1 application deadline awards, it may takes a minimum of two months for DHHL to complete the review process and a minimum of another two months to fully execute a grant agreement and issue the first check. Grant applicants should plan for their projects to start about five months after the application deadline. There is no minimum or maximum amount of time for a project to be completed. In general, DHHL expects to fund projects for a period of one year.

Decision-making Process

The Capacity-Building proposals are reviewed by DHHL staff. DHHL shall look at the proposed project's goals, work plan, and potential benefit to the native Hawaiian community and considers the technical aspects of the project and its relevance to DHHL's goals and programs. Upon completion of the review process, DHHL then submit their comments and recommendations to the HHC Chairman with ratification by the HHC for funding. Organizations that are not approved for funding are provided with an explanation of why funding was not approved and a summary of the reviewers' comments.

The Project Implementation proposals are reviewed by DHHL staff and a Grant Review Advisory Committee (GRAC). The GRAC is composed of people from across the state. Some of the members are homesteaders, most are Hawaiian. The DHHL staff considers the technical aspects of the project and its relevance to DHHL's goals and programs, then submit their comments and recommendations to the GRAC. The GRAC looks at the proposed project's

goals, work plan, and potential benefit to the native Hawaiian community. The GRAC makes its recommendation for funding to the Hawaiian Homes Commission. The HHC votes on which proposals to fund at a regularly scheduled Commission meeting. The organizations that are awarded funding enter into a Grant Agreement spelling out all the requirements and conditions of the grant award. Organizations that are not approved for funding are provided with an explanation of why funding was not approved and a summary of the reviewers' comments.

The Regional Plan Priority Project proposals are reviewed by DHHL staff. The DHHL staff shall look at the proposed project's goals, work plan, and potential benefit to the native Hawaiian community and considers the technical aspects of the project and its relevance to DHHL's goals and programs. The DHHL staff makes its recommendation for funding or technical assistance for potential funding to the Hawaiian Homes Commission. The HHC votes on which proposals to fund at a regularly scheduled Commission meeting. The organizations that either are awarded funding enters into a Grant Agreement spelling out all the requirements and conditions of the grant award or are directed to works directly with DHHL on their proposal as a condition of funding. Organizations that are not approved for funding are provided with an explanation of why funding was not approved and a summary of the reviewers' comments.

All grant applications are reviewed according to the following criteria:

Capacity-Building Grants:

1. Purpose of building capacity (expected outcomes and benefit to the DHHL beneficiaries).
2. Organization's readiness to make use of the proposed capacity-building activities.
3. Proposed work plan for capacity building activities.
4. Demonstrate the intended impact on the DHHL beneficiaries.

Project Implementation Grants:

1. Relevance to a community vision or plan.
2. Benefits to DHHL beneficiaries.
3. Completeness and relevancy of the project work plan.
4. Degree of beneficiary involvement in planning the project or support for the project.
5. Applicant's experience and organizational capabilities.
6. Expected outcomes and intended impact on the DHHL beneficiaries.
7. Proportion of matching funds provided from other sources and the project's cost-effectiveness.

Regional Plan Priority Project Grants:

1. Completeness and detailed work plan, including funding and/or resources projection and partnership.
2. Applicant's experience and qualification in the specific type of project.
3. Past experience and performance in the project.
4. Technical capacity.
5. Demonstrate the capability to secure matching funds from other sources and the project's cost effectiveness.

Submitting an Application

Applicants are advised to read all the material contained in this application kit carefully. It is important that your proposal address each section of the application and that all required forms are completed, signed, and included in the proposal. A checklist is provided to help you organize your proposal.

Only the original of your proposal needs to be submitted. It is recommended that you keep a copy of your entire proposal. Proposals must be postmarked or delivered by the deadline to the addresses given on the "Application Cover Sheet." Late proposals will be returned without being reviewed.

The DHHL Grants Specialist is available to discuss your project idea, answer questions about the application process, explain the application questions, and review early drafts (time permitting). The DHHL Grants Specialist can be reached at 586-3836.

Grant Application Instructions

The DHHL grant application consists of three parts: (1) the application coversheet; (2) the proposal request; and (3) the required forms and attachments. This application packet contains all of the instructions and required forms for a complete grant application. All grant applications must be submitted on the forms provided in this packet. Use the grant application checklist found at the end of this packet to organize your application package.

The Application Coversheet: The application coversheet provides basic contact information for your organization, the type of grant you are requesting and the amount of money you are requesting. The coversheet must be signed by the person your board has authorized to act on your behalf. For most organizations, this is the president of the board or the executive director if you have one. The application cover sheet must be the very first page of your grant application package.

The Proposal Request: The proposal request section is the main part of your proposal. This is the section that the reviewers will rely on to understand your project and to decide whether to recommend funding for your project. This section should be detailed and easy to understand.

Organizations may apply for a capacity-building grant, project implementation grant or regional plan priority project grant. Each type of grant has its own application form. If you have any questions about what type of grant your project fits under, you should call the DHHL grants specialist. The application forms explain what your proposal should cover. The application form for capacity-building grants provides space for you to write, however, you are not limited to the amount of space provided.

A budget information form is included in this packet. You must use this form to present your budget request. This form lists the total amount of all your project costs (i.e. total personnel, total, travel, total supplies, etc.) In addition, you must provide a detailed explanation of how you

arrived at each cost item. For example, if you are requesting funds to hire staff, you will put the total amount you are requesting on the personnel line of the budget information form. On the additional budget information sheet, you should list the position title, amount of time, and wage for each position. For an item like air travel, you will list the total of your travel costs on the travel line of the budget information form. On the additional information sheet, you must provide the number of flights and the roundtrip fare that the total is based on.

The budget information sheet has blank lines for you to list costs that do not fall under the categories already listed on the form.

Required Forms and Attachments: This packet includes three assurances that must be signed and included in your grant application package – Assurance of Service to Native Hawaiians, Assurance of Acknowledgement of Support, and Assurance of Dedicated Matching Funds and In-Kind Services. In addition to these forms, you must also include copies of the following items:

- Articles of Incorporation with the stamp showing they were filed with the Department of Commerce and Consumer Affairs;
- IRS letter of determination giving you tax-exempt status (for implementation grants only), or a letter from your fiscal sponsor with their IRS letter of determination;
- List of board members; and
- Board resolution written on your letterhead that states who the board has authorized to sign documents on behalf of your organization. The board secretary must sign this resolution. A sample resolution is included in this packet.

You may also submit letters of support and any material that you think will help the reviewers understand what you are proposing to do.

Packaging Your Application: Your proposal package should be printed on 8½ x 11 inch white paper. All pages should be numbered and printed on one side only. The entire package should be stapled at the top left corner. You do not need to provide any special binding, cover, or dividers for the sections. The sections should be in the order described above with the application cover sheet on the top. Be sure to keep a copy of your entire application package for your records.

Submitting Your Application: You only need to submit one, original copy of your application package. Your application must either be postmarked or hand delivered to DHHL's main office on Oahu by the due date. Applications will not be accepted at the District Offices.

Department of Hawaiian Home Lands
Community Development Grants
Application Cover Sheet

Name of Organization _____

Mailing Address _____

Contact Person _____
Name & Title

Contact Information _____
Telephone Fax E-mail

This proposal is for a (check only one):

Capacity-building Grant _____
(Maximum \$5,000 request)

Project Implementation Grant _____

Regional Plan Priority Project Grant _____

We are (check one):

A tax-exempt 501(c)(3) _____

Using a fiscal sponsor with a 501 (c) (3) _____
Name of Fiscal Sponsor

A tax-exempt organization under another IRS exempt status _____

A Non-profit organization registered with the state but not the IRS _____

Total Amount of DHHL funds requested \$ _____

Total funds from other sources + _____

Value of In-Kind Services + _____

Total Cost of Project/Program = _____

Project Period from _____ to _____
(Project start date should be at least five months after the application deadline.)

I certify that the governing body of the organization approves this grant application.

Representative's Signature Date Name & Title

Department of Hawaiian Home Lands
Community Development Grants

Capacity-Building Grant Request

1. Describe your organization.

2. Describe the capacity-building activities you wish to do. Be specific and detailed.

Department of Hawaiian Home Lands

Community Development Grants

3. Describe how your proposed activities will help your organization.

4. Describe how your proposed activities will benefit your members.

*Department of Hawaiian Home Lands
Community Development Grants*

5. Provide a detailed work plan that lists (1) all of your proposed activities, (2) who will be responsible for carrying them out, and (3) when each activity will start and end.
6. If you will be using this grant to hire a consultant, describe what they will do and attach their resume or statement of qualifications.
7. Provide a detail budget breakdown, including all assurance of all matching fund resources to be utilized in this project.

Department of Hawaiian Home Lands

Community Development Grants

Project Implementation Grant Request

Write your proposal by responding to the following seven points.

1. Describe your organization.
2. Describe the project you are requesting funds for. Be specific and detailed.
3. Describe how your organization determined that this project was needed. If this project is based on a community vision or plan, the results of a survey, or some other type of beneficiary input, describe how you gathered the input and attach a copy of the plan or survey results.
4. Describe what you expect to achieve with this project and how DHHL beneficiaries (i.e. applicants, homestead residents, lessees) or a homestead area will benefit from this project.
5. Describe how DHHL beneficiaries will be involved in this project.
6. Provide a detailed work plan for this project. Your work plan should include (1) a list of all of your proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected month each activity will start and end.
7. If you will be using this grant to hire a consultant, describe what they will do and attach their resume or statement of qualifications.
8. Provide a detail budget breakdown, including all assurance of all matching fund resources to be utilized in this project.

Department of Hawaiian Home Lands

Community Development Grants

Regional Plan Priority Project Grant Request

Regional Plan Proposals are reviewed and rank based on a scoring system

Write your proposal by responding to the following six points.

1. Identify the regional plan priority project you are requesting funds for. Be specific and detailed. 5 points
2. Describe your organization. Experience and professional qualifications relevant to the project type and past performance on projects of similar scope for public agencies or private industry, including corrective actions and other responses to notice of deficiencies. 10 points
3. Describe what you expect to achieve with this project and how DHHL beneficiaries (i.e. applicants, homestead residents, lessees) or a homestead area will benefit from this project. 10 points
4. Describe how DHHL beneficiaries will be involved in this project, if any. 10 points
5. Provide a detailed work plan for this project. Your work plan should include (1) a list of all of your proposed activities, (2) the expected outcome of each activity, (3) who will be responsible for carrying out each activity, and (4) the expected month each activity will start and end. 40 points
6. Provide a detail budget breakdown, including all assurance of all matching fund resources to be utilized in this project. 25 points

Department of Hawaiian Home Lands

Community Development Grants

Budget Information

Applicant's Name: _____

Instructions:

This budget sheet must be included in all grant requests. Please complete the budget information sheet with a total dollar figure. Enter a "0" in the space of any items not applicable to your project. Attach separate sheets with details and cost calculations for all budget items.

"Other Funds" include Federal, State, and private sources of funds that will help pay for this project.

"In-Kind Services" include the dollar value of volunteer time, and donations such as use of equipment, supplies, and materials, used to carry out this project.

DESCRIPTION	DHHL FUNDS REQUESTED	OTHER FUNDS	IN-KIND SERVICES	TOTAL
PERSONNEL				
Salary				
Fringe				
Total Personnel				
NON-PERSONNEL				
Lease/Purchase Equipment				
Supplies				
Travel				
Contract Services				
Others (List)				
TOTAL COST				

Department of Hawaiian Home Lands Community Development Grants

ASSURANCE OF SERVICE TO NATIVE HAWAIIANS

Instructions: Insert organization's name in the blank. Form must be signed by authorizing agent of organization.

Article XII, Section 1 of the Hawaii State Constitution, created the Native Hawaiian Rehabilitation Fund (NHRF), whose funds are derived from thirty percent of receipts derived from state land used for sugarcane cultivation and water. The State Constitution further states:

“The department shall use this money solely for the rehabilitation of native Hawaiians which shall include, but not be limited to, the educational, economic, political, social, and cultural processes by which the general welfare and conditions of native Hawaiians are thereby improved and perpetuated.”

NHRF is codified in the Hawaiian Homes Commission Act of 1920, as amended, under Section 213.

It is therefore incumbent upon organizations and individuals who receive support from revenues from NHRF through grants from the Department of Hawaiian Home Lands (DHHL) to prove that the beneficiaries of any proposed service, program, or activity are native Hawaiians.

Beneficiaries of funding under an award of NHRF must trace and conclusively prove that they are at least 50% Hawaiian ancestry. DHHL must rely on documented evidence that meets eligibility requirements and reduces the possibility of error. In many cases, submitting birth certificates for the beneficiaries, the beneficiary's parents and grandparents will provide sufficient proof that the beneficiary of the services under an award from DHHL has at least 50% Hawaiian ancestry. The burden of proof rests on the awardee and beneficiary of funding.

This is to certify that, when requested, _____ will provide genealogies or other appropriate proof of at least 50% Hawaiian ancestry, for the beneficiaries of any project operating with the support of NHRF.

Signature

Date

Name & Title

Organization Name

**Department of Hawaiian Home Lands
Community Development Grants**

ASSURANCE OF ACKNOWLEDGMENT OF SUPPORT

Instructions: Insert organization's name in the blank. Form must be signed by
authorizing agent of organization.

_____ hereby agrees that all
publicity, publications, and other materials produced in connection with any project funding by a
Department of Hawaiian Home Lands (DHHL) Community Development Grant will
acknowledge the support of DHHL in a way appropriate to the medium.

Signature

Name & Title

Organization Name

Date

**Department of Hawaiian Home Lands
Community Development Grants**

**ASSURANCE OF DEDICATED MATCHING FUNDS
AND IN-KIND SERVICES**

Instructions: Insert organization's name in the blank. Form must be signed by
authorizing agent of organization.

_____ hereby affirms that any
moneys designated as matching funds and in-kind services under the terms of a Department of
Hawaiian Home Lands' Community Development Grant will be dedicated to and will under no
circumstances be assigned for any other purposes or projects.

Signature

Name & Title

Organization Name

Date

Required Board Resolution

All grant applications must include a statement by your board of directors that names the person who is authorized to sign documents and enter into contracts on behalf of your organization. The following is the language and format you should use for this statement. This statement must be written on your letterhead and signed by the secretary of your board. This statement cannot be signed by the same person who is being given the authorization to sign documents on your behalf.

LETTERHEAD

(Must include mailing address and telephone number)

Resolution

The Board of Directors of **(name of your organization)** resolved on **(date meeting when this resolution was passed)**, at a duly held meeting of its Board, that **(name of person(s) being given authorization)**, who is the **(position held by the person who is authorized to sign documents)** is authorized to sign documents on behalf of **(your organization's name)**.

This resolution is certified to be true by:

Signature of Board Secretary

Name, Board Secretary

Date

Grant Application Package Checklist

The following items must be included in your grant application package. These items should be assembled in the order they appear on this checklist. If you have additional materials you would like to submit, please add them at the end of your grant application package.

1. Application Cover Sheet
2. Proposal (the capacity-building application form, the project implementation grant or the regional plan priority project grant proposal you have written)
3. Budget Information Sheet
4. Budget Detail (the detailed sheet you create)
5. Assurance of Service to Native Hawaiians
6. Assurance of Acknowledgement of Support
7. Assurance of Dedicated Matching Funds and In-Kind Services
8. Articles of Incorporation
9. IRS Letter of Determination (if required)
10. List of Board Members
11. Board Resolution
12. Most recent financial statement, treasurer's report, or IRS Form 990
13. Additional Materials